7 December 1972

Conversation with D/Pers dated 7 December on APP:

1. The Director of Personnel relayed the request of the Ex-Dir/ Compt to categorize the data of presentation within APP, if possible, according to certain major categories. (They are: executives, mid-managers, engineers, junior analysts and clericals plus any others that may occur to us.)

2. Forthcoming ceiling cuts will intensify the need to look more critically at personnel deployments and strength distributions among the various career services. Such delineations would also be helpful in setting and monitoring goals and relative priorities in a time of retrenchment. As an example, the Ex-Dir/Compt cited his interest when looking at two divisions within the DDP what their relative balances are proportionate to their strength among mid-managers, executives, etc.

STAT

Chief, Plans Staff

APP (Tentative Format)

I. Format (not yet discussed OP)

    A. One page matrix (personal blueprint)
    B. Supportive tables
    C. Complete spring

II. Table I - the Annual Plan

    A. ODS (BOY FY '74)
    B. Projected adjustments and events FY '74 by grade, ceiling, separations, RI/RO, promotions, EOD's
    C. ODS (COB FY '74)

III. Table II - Staffing (FY'73, Proj, and '74)

    A. Gains - CT's; college (with or without specialty); specialty (professional); specialty (technical)
    B. Occupational specialties (26 plus write-ins)
    C. Minority (negroes, other racial minorities, women), professional/clerical, grade groups
    D. Questions
        (1) Major changes vs. past few years
        (2) Major changes - FY '74 program shifts
        (3) Staffing priorities
        (4) Major staffing problems
        (5) Special plans of interests - increase minorities

IV. Table III - Personnel Utilization (FY '73-74)

    A. PRA's over two years (grade groups, professional/other)
    B. Underslottings COB '73 (professional/other)
    C. Inter-Career Service movements
        (1) Transfers in for SD job (grade groups)
        (2) Transfers out for other SD job (grade groups)
        (3) Developmental rotations out (grade groups)
    D. Movement of clericals in professional/technical (with or without qualifications/experience)
    E. Clerical utilization (stenos/typist usage)
    F. Questions
        (1) Actions planned, PRA's and underslotting
        (2) SD jobs need to be filled by transfers in Career Service
        (3) Planned rotations - nature and purpose
        (4) Clerical/professional imbalances

V. Table IV - Promotion Activity (FY '73-74)

   A. Promotions and rates, grades 7-11 (professional/other)
   B. Minority - negroes, other racial minorities, women (professional/technical, grade groups)
   C. Age/Grade patterns and rates - Exp: GS 14's of employees 35-40; 40-45, etc.
   D. Questions
      (1) Significant difference past few years
      (2) Promotion time patterns in grades 7-11 range for professionals
      (3) Increases/decreases in non-promotables and reasons

VI. Table V - Training (FY '73-74)

   A. Total enrollments, core, skills, external, in-house
   B. Core enrollments of pre-executives candidates (past and FY '74)
   C. Skills enrollments, by reason (job, career, etc.)
   D. Enrollments - first six months
   E. Questions
      (1) Significant differences past few years
      (2) Summary, post utilization plans for MCC, AIS, SS candidates
      (3) New OTR requirements
      (4) Training suggestions

VII. Table VI - Language Development (FY '73-74)

   A. Positions S/2 or higher level requirements (professional/clerical)
   B. Number unfilled
   C. FY '74 language development plans (languages and levels)
   D. Language skill levels by age groups
   E. Questions
      (1) Problems in accommodating language needs vs. rotations and work performance
      (2) Scarce language acquisitions

VIII. Table VII - Forward Look FY '74-77 (Questions)

   A. Present/future problems arising from ceiling changes
   B. Significant personnel changes because of function/technology
   C. Future skills mix needs
   D. Future skills surpluses
   E. Future skills adjustments/retoolings
   F. Future age/grade balances
   G. Other personnel developments
   H. Assistance needed